

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

03-58

☐ Other ☐ Amendment Number:

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2012

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Meeting for ORD IOAA Sustain.

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

2.3

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/14/2012 To 11/30/2012

Comments:



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

12/16/2008 To 11/30/2012

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Lisa Matthews

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Phone Number 202-564-6669

FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code: CPAD

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FAX Number: 513-487-2109

(Signature)

(Date)

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

The Scientific Consulting Group, Inc.

Work Assignment Number: 03-58

Title: Meeting Support for ORD IOAA Sustainability Team Interagency Activities

Scope of Work Reference:

Task: 2.3

Period of Performance:

Date of Issuance through Nov 30, 2012

Work Assignment COR:

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BACKGROUND

The U.S. Environmental Protection Agency (EPA or the Agency) is committed to addressing environmental challenges in a sustainable way so that the Agency's solutions to environmental problems do not create unintended consequences. Sustainability is a theme of EPA's FY 2011-2015 Strategic Plan for *changing the way EPA does business in achieving its results*:

Goal 3: Cleaning Up Communities and Advancing Sustainable Development --

"Sustainable communities balance their economic and natural assets so that the diverse needs of local residents can be met now and in the future with limited environmental impacts."

Cross-Cutting Strategy #3: Advancing Science, Research, and Technological Innovation -
- "Environmental sustainability is a guidepost for science, research, and technological innovation at EPA."

Administrator Lisa P. Jackson reinforced the Agency's need to shift towards sustainability when she formally requested the President of the National Academies to convene a committee of experts to provide EPA an operational framework for sustainability that applies across all of the Agency's programs, policies and actions. In September 2011, the National Research Council (NRC) released the report, *Sustainability and the U.S. EPA*. Among its recommendations, the NRC encouraged EPA to develop a sustainability toolbox containing the tools and approaches necessary to assess a full range of economic, social and environmental considerations. The EPA Office of Research and Development (ORD) is leading the response to this recommendation and has engaged with other federal agencies and partners to advance the science and technology for sustainability. EPA/ORD is an active participant in high-level interagency committees under the auspices of the National Science and Technology Council, particularly the White House Office of Science and Technology Policy (OSTP) Committee on Environment, Natural Resources, and Sustainability (CENRS), the Integration of Science and Technology for Sustainability (ISTS) Task Force, and related subcommittees and working groups focused on different aspects of S&T and working to coordinate across the federal government.

Contractor support is needed to provide high-level meeting support for the ORD Immediate Office of the Assistant Administrator (IOAA) interagency activities.

TASK 1.0

Provide meeting support to ORD representative(s) participating in interagency collaborations, primarily the CENRS, ISTS and related meetings. This work will include taking notes and preparing minutes, developing accurate action items and key discussion points, preparing meeting materials, assisting with support activities such as collecting input from members, compiling and analyzing information, and preparing summary materials and reports.

The contractor shall attend the meetings in person unless the EPA WA COR makes other arrangements to participate via teleconference or videoconference. The contractor shall prepare concise summary of action items, meeting and discussion highlights for each meeting. In support of the ISTS and other related working group activities, the contractor shall assist with the preparation of documents and reports including providing technical editing capabilities and development of graphics, PowerPoint presentations and other materials. It is anticipated that 2-3 documents and/or reports will be needed. Written technical direction will be provided to the contractor if this support is needed.

The meetings will include quarterly CENRS meetings and monthly ISTS task force meetings. Other meetings may be scheduled for staff-level projects in support of the CENRS-ISTS.

Technical directions from the EPA WA COR will be issued when necessary.

DELIVERABLES

- 1) Draft meeting minutes within a maximum of 5 business days of the meeting.
- 2) Final minutes and materials within a maximum of 5 business days after receipt of EPA comments.

ACCEPTANCE CRITERIA

Final products will be produced by the Contractor upon the EPA WA COR's approval through written technical direction. In some cases, the draft document will be sufficient if corrections or changes are minor. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

MANAGEMENT CONTROLS

Periodic meetings between the EPA and contractor staff are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WACOR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO and the EPA WA COR or alternate EPA WA COR are the primary representatives of the Contracting Officer authorized to provide technical direction.